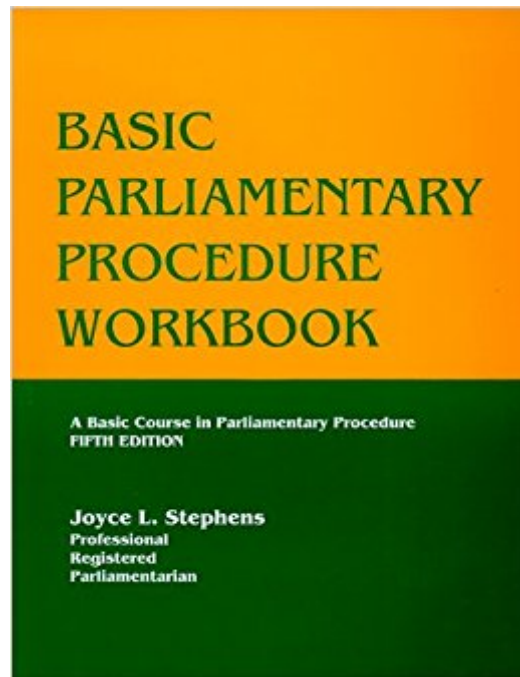




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# Basic Parliamentary Procedure Workbook



## Synopsis

Written by a Professional Registered Parliamentarian, this book is essentially a basic course in parliamentary procedure, written for beginners and others who want to sharpen their skills. Much more than a list of the rules, this book explains key words and phrases, and provides common examples, samples of rules, reports, minutes, actual language to use, and quizzes to test your knowledge.

## Book Information

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## Customer Reviews

This fifth edition of the Workbook is expanded from previous editions in examples and quizzes. Much of the correspondence that the author and publisher have received about the book has been about these two sections. New quizzes are included for those teachers of parliamentary procedure who have used the book for many years in their classes through several editions. The book is used throughout the United States in high schools, colleges, clubs, associations, and local governmental bodies for basic instruction in parliamentary rules. You might have become familiar with it during a visit to your local library. Internationally, the book is now known in Canada, Mexico, Germany and other European countries. We have been very gratified at the response in this regard. The author is very pleased to present this fifth edition. There is an evident need for basic instruction in this important subject. Young people begin to learn about government very early in school, and soon learn that democracy can be achieved easily in their clubs by the use of parliamentary procedure. During the process of learning parliamentary procedure students of all ages gain self-confidence in public speaking and making logical and persuasive statements in debate. The study of

parliamentary procedure is valuable in the development of future community leaders. How To Use This Book: 1) Read the prepared text, Section One. 2) Find Key words and phrases in the text or in the glossary. 3) Refer to Examples, Section Two, for the portion of the text you are studying. 4) Test your knowledge, using the Quizzes in Section Three. 5) Check your answers to the quizzes by rereading the text or use the Answer Key. Two charts are provided for ready reference to the rules relating to motions. The Glossary will help you to learn parliamentary terminology. Language of the Presiding Officer, page 73, gives the correct wording for chairing a meeting and handling motions. Where key words or phrases are given, look them up in the text or the glossary for a better understanding. This workbook is a basic course. For more information and a more advanced explanation of all the parliamentary rules, consult Robert's Rules of Order Newly Revised. This workbook is designed for beginners in parliamentary procedure and others who have had classes in the past and who want to sharpen their meeting skills. The text is basic, or elementary, parliamentary procedure. For new presidents, Guide For the Presiding Officer is available. See order form at the back of this book. A Professional Registered Parliamentarian is an expert in parliamentary rules and procedure who can help the student to understand parliamentary procedure as used by modern organizations.

Joyce L. Stephens is a Professional Registered Parliamentarian and a Professional Parliamentary Specialist. She has served as president of the Florida State Association of Parliamentarians and as national president of The Academy of Parliamentary Procedure and Law. She is a State of Florida certified provider of continuing education for association managers. She teaches workshops for the Florida Institute of Government at the University of South Florida. She is a consultant on all aspects of parliamentary law. Her books have received acclaim from the public, parliamentarians, and from libraries and retail sources. She has been serving as a professional parliamentarian for nineteen years. This book will give you the benefit of her experience.

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